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4 Feb 64

**MEMORANDUM FOR: Chairman, Agency Retirement Board**

**SUBJECT : Annual Report, Agency Retirement Board**

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**REFERENCE : Agency Regulation [ ] Civil Service Retirement**

1. The Agency retirement program as outlined in reference regulation has been in existence for four years. This report covers the activities of the program for the calendar year 1963.

2. During 1963 [ ] individuals left the Agency rolls who were considered to be encompassed in the Agency Retirement Program as they were within five years of optional retirement. The breakdown is as follows:

Optional retirement  
Disability retirement  
Mandatory retirement  
Resigned  
Deceased  
Discontinued service  
Total

[ ]

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3. The category above, "Optional retirement," breaks down in the following manner:

a.) individuals who had been previously deferred  
b.) individuals who retired when eligible or before  
Total

[ ]

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Those figures seem to indicate the following:

a.) Many individuals [ ] who were eligible for optional retirement when the Agency program went into effect, or who were eligible shortly after the program started, had made sufficient plans so that they were ready to retire during 1963. This indicates it takes a certain amount of time to prepare for retirement once an individual is notified of his date of eligibility. Therefore, notification five years prior to eligibility is not excessive. Calendar year 1967 is the first year that individuals were notified five years in advance, as those eligible in 1965 were not notified until 1961 (four years)

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and those eligible in 1966 were notified in 1962 (four years).

b.) [ ] individuals were prepared for retirement when they were eligible or prior to their eligibility. However, the records reflect that there are still many individuals who are not prepared for retirement when they become eligible or their Office feels their qualifications are so unique they have been asked to remain beyond their eligibility as [ ] individuals were granted extensions during 1963. [ ] were granted extensions by the Agency Retirement Board for compassionate reasons and the remainder, [ ] were granted extensions by the various Deputy Directors of the Agency. The number of deferments by the Deputy Directors may diminish during the coming months due to ceiling restrictions, the introduction of the "Middle Management Training Program" and the feeling of the Executive Secretary, Agency Retirement Board, that Agency personnel are accepting more and more the Agency Retirement Program. The individuals interviewed during 1963 who will reach eligibility in 1968, almost without exception, were sympathetic to the program and were looking forward to retirement in 1968 or earlier.

4. During the year 1963, [ ] cases were presented to the Agency Retirement Board for disposition. Action was taken on all cases but one, which was deferred until 1964 as the individual was not due for retirement until late in 1964. The Board cases are listed in Attachment A.

5. In 1963 various activities were established in connection with retirement. They were:

a.) As part of the Agency's program to assist employees in making plans for retirement, the Assessment & Evaluation Staff of the Medical Staff has agreed to give psychological tests measuring interests, achievements, attitudes, values and temperament to prospective retirees. The Assessment & Evaluation Staff will also interpret the test results with the individuals. As a result of this testing and counseling, individuals will be better prepared for planning of post-retirement activities. This program has not yet been fully implemented as it was initiated late in the year, and the majority of the group eligible in 1968 had already sought out the Executive Secretary for counseling. It is anticipated that

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when next year's letter go out and the individuals contact the Executive Secretary, the interviews will surface some who can benefit from this type of counseling.

b.) Each individual who is retiring from the Agency is presented with a 'Certificate of Retirement' in addition to a letter of commendation. This award is presented in recognition and appreciation of the total years of faithful service in the U. S. Government.

c.) Summer employment was made available to qualified dependents of those individuals who had recently retired. This probably helped financially those retirees who were required to live on a reduced income.

d.) The Executive Secretary, in collaboration with the various administrative personnel of the Agency components, has established better and more meaningful records so that no retirement case is unknowingly lost or forgotten. Also, procedures have been established so that individuals who are eligible for retirement in the next one to five years are reminded periodically of the up-coming date so that no one is caught by surprise. Also, those persons who neglect to contact the Executive Secretary for counseling are reminded of the service available to them.

e.) As a matter of deliberate planning the Executive Secretary has identified a certain number of retirees and prospective retirees who may be of use to the Agency, in the future either on a part or full basis if needed.

OUTPLACEMENT →

6. Attachment B of this report projects the number of individuals who will be eligible for retirement in the next five years. It is significant to note that the number due for retirement each year does not change significantly but when the number of those deferred for those years is subtracted, there is a definite increase in numbers each year. The category 'indefinite' shows eighteen individuals previously deferred with no date yet established for retirement.

7. The following activities are planned for the coming calendar year:

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a.) More and early follow-up on individuals who are reaching retirement age. During the last year it was observed that some individuals had not made sufficient plans to be able to retire when they were eligible. As a result more deferments were granted than probably should have been. For example, some of the cases that were presented to the Retirement Board might not have been necessary if the individuals themselves had done more and earlier planning. This, of course, is not true in all cases. No matter how much planning had been done, some annuities are so small that the individuals could not get along on these amounts.

b.) Coordinating the present retirement policy with the proposed legislation if and when it is passed by Congress. It is anticipated that many changes and new policies will have to be established as a result of the proposed legislation.

[Redacted]  
**Executive Secretary**  
**Agency Retirement Board**

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**Distribution:**

- 0 - Addressee
- ✓ 1 - each Board member (5)
- 1 - Director of Personnel
- 1 - C/BSD

OP/BSD/[Redacted] (4 February 1964)

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